CHAPTER 3

TECHNICAL PUBLICATIONS LIBRARY

Chapter Objective: *Upon completion of this chapter, you should have the knowledge to recognize the purpose of the technical publications library, identify the purpose of publication receipt and recording procedures, recognize the various technical publication files, recognize the procedures for incorporating the latest technical publication changes, and identify the numerous types of technical data managed by the technical publications library. You should also be able to identify the numbering systems used on technical publications, identify the forms and publications required to operate a technical publications library, recognize the procedures for procuring technical data (to include automatic distribution and initial outfitting), identify the various types of technical directives, and identify the purpose of technical publications library audits.*

The management of the technical publications library is the responsibility of the quality assurance/analysis division. The technical publications library serves two important purposes. It provides a central source of up-to-date information for use by all personnel in the performance of their work, and it is an excellent source of reference information to improve personnel training and individual development. To perform these functions, the technical publications library must maintain at least one copy of all publications affecting the assigned aircraft and related equipment, consistent with the maintenance level of responsibility involved.

LIBRARY ESTABLISHMENT

The technical publications library (TPL) must be a centrally managed function for it to be effective. Therefore, based on activity organization, there are normally two types of libraries within the organization. If more than one library is required to meet local needs, a central library is established to manage the overall distribution of technical information. When one library is designated as the central library, all others within the command are designated as dispersed libraries. Dispersed libraries are responsible for storing and making available to their users the technical documents for the equipment under their cognizance. The central library is responsible for the initial outfitting of the dispersed libraries. Additionally, all requests for additional publications are made through the central library, which is designated on the request forms as the addressee to receive the publications. You should refer to *Naval Air Systems Command Technical Manual Program*, NAVAIR 00-25-100, for detailed technical library establishment and operating procedures.

PUBLICATIONS MANAGEMENT CONTROL

Central library personnel are responsible for effective library management. Adequate records must be established identifying the type, quantity, and location of all activity publications under their cognizance. A well-managed technical publications library reflects the degree of expertise library personnel bring to this task and enhances technical manual management within the various dispersed libraries.

TECHNICAL PUBLICATIONS FILING AND STORAGE

NAVAIR technical manuals and directives are drilled with five distinctive holes—three large and

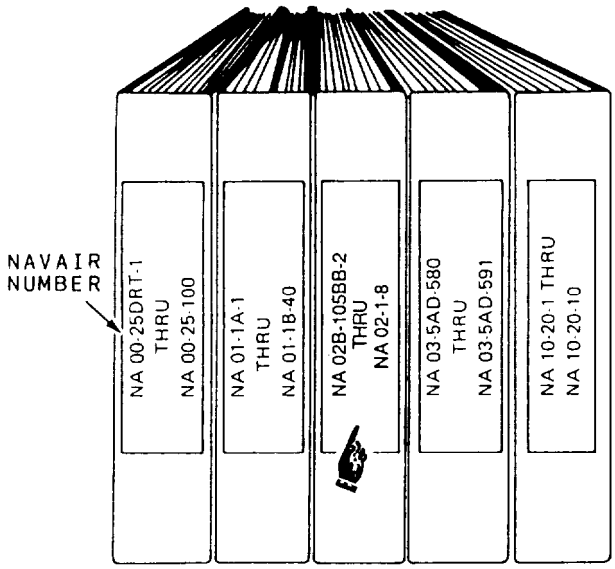

Figure 3-1.-Identification strip in loose-leaf spline.

two small. The three large holes fit the posts of the special NAVAIR publication binders. The two small holes are provided to permit use of standard three-ring, loose-leaf binders. Binder storage provides a uniform means of protecting as well as controlling the storage of loose documents. The NAVAIR binders are available in 2- and 3-inch sizes. The national stock number (NSN) for the 2-inch binder is 7510-00-889-3519, and 7510-00-889-3520 for the 3-inch binder.

You should place each manual and/or directive received by the library in a binder (as described above) with a vinyl envelope spline to accommodate the insertion of an identification strip (fig. 3-1). This strip is used to identify the manual and/or directive contained in the binder. More than one publication may be placed in the same binder (depending on thickness). In this case, the lowest NAVAIR number or type of directive number should appear first in the spline window, followed by the word *thru* and ending with the highest manual number or type of directive. After the publications are filed in binders, the binders are stored on shelves. You should place the binders so that the manuals are arranged in alphanumeric order by NAVAIR publication number (for an airframe manual, this will automatically result in arrangement by weapons systems).

Letter-type technical directives for aircraft and/or airframes should be filed in individual binders according to aircraft. The directives are divided into two categories—bulletins or changes, which are further divided into aircraft and equipment (for example, P3 Airframe Change No. 464, P3 Airframe Bulletin No. 127, etc.). Within the latter, the directive should be filed numerically. Airframe changes are filed separately from airframe bulletins. This is also true for other types of changes, such as avionics changes, engines changes, etc.

Miscellaneous publications should be filed in loose-leaf binders. A Naval Warfare Publications Location (NWPL) catalog card should be prepared for each publication, regardless of type (except bulletins and changes), and filed in the record card file.

The card files for commercial manuals that have been assigned NAVAIR numbers are filed along with NAVAIR manuals. Those without NAVAIR numbers are filed separately in the NWPL card file. Local publication numbers comprising part/model number and manufacturer's code are assigned for control, and the NWPL cards are filed in alphanumeric order.

TECHNICAL PUBLICATIONS RECEIPT AND RECORDING

As an AZ, you might be assigned the duties of a technical publications librarian. As the technical publications librarian, you must document receipt of all technical publications and changes received by the central library. A technical library stamp (obtained through open purchase) is used to identify all publications held by the activity. The stamp contains (as a minimum) the following information: (1) activity, (2) copy number, and (3) location (QA, P/P, etc.). All basic and revised publications are stamped on the title page that identifies the date of the publication. Technical directives are stamped on the first page. Rapid action changes (RACs) such as Type 1A and 1B, interim RACs, and Type 11 formal RACs are stamped on the first page.

You should record certain information on NWPL catalog cards. Maintenance of these cards provides a permanent record of all publications on board. Table 3-1 identifies all items of information to be entered on the catalog card and the purpose for the entry. NWPL cards for classified or other accountable publications are so identified. When a publication has been cancelled, revised, or is no longer required, this card is maintained in a dead record file, separate from the active card record file, for a minimum of 1 year.

Table 3-1.-Items of Information to be Entered on NWPL Catalog Card, Part 1 (Front)

SHORT TITLE (1)	COPY NUMBERS ON HAND (2) [1] [2] [3] [4] [5] [6]	CLASSIFICATION OF PUBLICATION (3)
LONG TITLE (4)		EFFECTIVE DATE (5)

CHANGE OR CORRECTION	DATE OF ENTRY BY COPY NUMBER									
	1	2	3	4	5	6	7	8	9	10
(6)				(7)						

NWPL CATALOG CARD OPNAV5070/11 (Rev 9-75) S/N 0107 LF 060-7065

ITEM	USE
(1) Short Title	(a) Enter publication number for NAVAIR Manuals. Enter part/model number for commercial manuals having no publication number. (b) For MIARS, enter the cartridge number.
(2) Copy Numbers On Hand Note 1. If publication is also available on microfiche, enter the word "Fiche" in far right-hand portion of this space. Note 2. If publication is also on MIARS tape, indicate tape number in pencil for cross-reference.	Enter "X" in appropriate block, indicating the number of copies on hand for manuals and MIARS tapes. (If more than 6, make an additional block and enter the number).
(3) Classification	Enter Security Classification of manual or tape.
(4) Long Title	(a) Enter publication title for manuals. (b) Leave blank for MIARS.
(5) Effective date	(a) Enter basic date of manual. (b) Enter filming date of MIARS tape.
(6) Change or Correction Note 1. Change data should be entered immediately upon receipt of change so that users will be aware of data available prior to change entry. Note 2. Circle this date to indicate an IRAC to film.	(a) For manuals, enter the number and date of change (RAC/IRAC/Errata Sheet/etc.). (b) For MIARS tape, enter filming date of revised cartridges rather than preparing new NWPL Card each time a tape is revised.
(7) Date of entry by copy number.	(a) For manuals, enter completed date from Part 2 of the CECR (OPNAV Form 5070/12). (b) For MIARS tapes, have holder sign in these spaces for receipt of revised tapes.

Table 3-1.-Items of Information to be Entered on NWPL Catalog Card, Part 2 (Back)—Continued

OPNAV 5070/11 (Rev. 9-75) BACK

DISPOSITION OF PUBLICATION						
COPY NO.	HOLDER (Signature)	LOCATION	REC'D DATE	RETURN DATE	DESTRUCTION	
					DATE	AUTHORITY
(8)	(9)	(10)	(11)	(12)	(13)	(14)

REMARKS

ITEM	USE
(8) Copy Number	Enter copy number assigned in the ATPL Stamp.
(9) Holder (Signature)	Signature of person holding manual or original tape.
(10) Location	Enter specific information as to the location of the publication, i.e., work center, office, etc.
(11) Rec'd Date	Enter data publication or tape was received by holder.
(12) Return Date	Self explanatory.
(13) Destruction Date	Self explanatory.
(14) Destruction Authority	Self explanatory (indicate method of destruction, i.e., "lost", "burned", etc.).

If an automated data processing (ADP) system is available, publication information can be recorded by digital means instead of using NWPL cards. If this system is used, all information required on the NWPL must be produced in the ADP file, and adequate publication control must be maintained. Classified information is not entered into the ADP system. The use of an automated data processing system must be approved in writing by the appropriate type commander (TYCOM).

TECHNICAL PUBLICATIONS LIBRARY FILES

The technical publications library files should include a NWPL catalog card record file, a change entry" certification file, a transaction file, and a requisition file. These files are discussed in the following paragraphs.

NWPL Catalog Card Record File

The NWPL catalog card record file consists of NWPL (OPNAV Form 5070/11) cards for NAVAIR manuals filed in alphanumeric order by NAVAIR publication number. NWPL catalogs cards are maintained for each publication retained by the library, except bulletins and changes. When publications have been removed from the library, NWPL cards will be placed in a dead file.

Change Entry Certification Record (CECR) Tickler Files

The 2-day tickler file consists of Change Entry Certification Records (CECRs) (OPNAV Form 5070/ 12, Part 1) for rapid action changes (RACs), Type I and Type II, and the 5-day CECR file is for routine changes and revisions to publications. The file should be reviewed daily to ensure timely incorporation of changes. It is recommended that CECRs, Part 1, be filed sequentially by due date to make a daily review of outstanding changes easier. You should remove the CECR, Part 1, from this file and discard it upon receipt of the completed CECR, Part 2, indicating entry of RAC/change to the appropriate publication. The CECR, Part 2, is filed in the change entry certification file pending the next subsequent audit of the applicable central and/or dispersed library. Applicable completed CECRs may be discarded upon satisfactory completion of the appropriate central and/or dispersed libraries audit.

Transaction File

The material maintained in the transaction file reflects the current status of the TPL. The transaction files consists of the following:

- Up-to-date instructions for the operation of the TPL.
- The latest copy of the Activity Requirements Listing (ARL) reflecting the most recent distribution requirements table (NAVAIR 00-25DRT-1).
- The latest audit/inventory summaries for central and dispersed libraries.
- All correspondence pertinent to the TPL.
- A requisition log and file consisting of a log identifying all pertinent information on items requisitioned.
- A file of requisition documents and a file or record of current status card information. The transaction file should be reviewed periodically to delete correspondence that has been completed or satisfactorily resolved.

Requisition File

A copy of requisitioning documents (for example, DD Form 1348, NAVSUP 1205, etc.) is maintained until receipt of the ordered publications. Additionally, the file should be reviewed periodically to verify requirements for outstanding requisitions over 45 days old.

INCORPORATING LATEST CHANGE PAGES

One of the most tedious and important functions of library personnel is the incorporation of change pages into the existing manuals. In NAVAIR manuals, the “A” page lists the pages altered in the latest and previous change(s). Upon receipt of a change document, each page in the existing manual that corresponds to a page in the change document is removed, and the change page is inserted in its place. The

Table 3-2.-Procedures For Processing Change Entry Certification Record (OPNAV 5070/12)

* G.P.O.: 1982-605-734

SHORT TITLE	COPY NO.	CHANGE OR CORRECTION
(1)	(2)	(3)

REMARKS:
(4)

I acknowledge receipt of the above change or correction and certify that this change or correction will be entered within five (5) working days and that the superseded pages will be returned to the Naval Warfare Publications Library.

SIGNATURE	DATE
(5)	(6)

PART 1 S/N 0107-LF-050-7062

I certify that the above change or correction has been entered and the list of effective pages was checked against the contents of the basic publication, and the superseded pages and residue of the change were returned to the Naval Warfare Publications Library.

NOTE: *Missing pages or other defects should be reported in the REMARKS space above.*

SIGNATURE	ENTRY DATE
(7)	(8)

PART 2 S/N 0107-LF-050-7062

CHANGE ENTRY CERTIFICATION
OPNAV 5070/12 (REV. 1-79)

RETURN TO NAVAL WARFARE
PUBLICATIONS LIBRARY

procedure should be followed for each manual affected by a change. A Change Entry Certification Record (CECR), OPNAV Form 5070/12, is used to maintain control. See table 3-2.

The central library supplies the overall direction for accomplishing incorporation of changes into specific manuals. Central library personnel use a two-part CECR to ensure that all changes are incorporated. You should follow the procedures authorized in table 3-2 to initiate the CECR form. A separate CECR form is initiated for each change and manual affected. The form is attached to each change.

The actual incorporation of a change in a manual may be accomplished by central library personnel, dispersed library personnel, or the technical publications holder. The following steps outline the procedures you should follow when incorporating changes in a manual.

1. Sign Part 1 of the CECR as proof of receipt, and return it to the central library.

2. Incorporate the earliest change first.

3. Proceed with the next earliest change until the latest change is incorporated.

Table 3-2.-Procedures For Processing Change Entry Certification Record (OPNAV 5070/12) (Sheet 2)—Continued

Procedures for processing Change Entry Certification (OPNAV 5070/12)

STEPS.	PROCEDURES.
1.	Prepare blocks 1, 2, and 3 on CECR PART 1. This section contains a carbon bleed thru to section 2 of the CECR Form. Annotate the due date in REMARKS, block 4.
2.	Obtain the SIGNATURE of the dispersed librarian on CECR PART 1, (block 5), and the DATE, (block 6). PART 1 of the CECR is returned to the CTPL and filed in a tickler file by due date. PART 2 of the CECR remains with the dispersed library until completion of the required task.
3.	Upon completion of indicated change action, the dispersed librarian will complete CECR PART 2, (block 7), and the ENTRY DATE, (block 8). Dispersed librarian will return CECR PART 2 and superseded pages or cartridges of the change to the CTPL.
4.	Upon receipt of the CECR PART 2 and superseded pages or cartridges from the dispersed library, the CTPL will pull the appropriate PART 1 from the tickler file and discard, and then review discarded pages for errors. Superseded pages will be disposed of in accordance with local procedures. Classified documents shall be disposed of in accordance with local procedures and OPNAVINST 5510.1 series, Information Security Program Regulation.
5.	The CTPL will use the date identified in block 8 to update the NWPL card.
6.	CTPL will file PART 2, by dispersed library sequence. This file may be discarded upon satisfactory completion of the workcenter Quarterly Audit.

4. Sign and date Part 2 of the CECR form, and return one form for each change incorporated to the central library, along with cancelled publications or superseded pages. Return the publication to its proper location.

NOTE: Classified pages are disposed of as specified by the latest edition of OPNAVINST 5510.1.

NOTE: A pen-and-ink change is NOT the appropriate method of identifying changes to NAVAIR technical manuals and directives. Documentation policy prohibits the use of pen-and-ink changes for this purpose. The basic reason for this policy is to avoid the probability of error and possible conflict in direction or information.

For information concerning interim rapid action changes (IRACs) to Maintenance Information Automated Retrieval System (MIARS), you should refer to *Naval Air Systems Command Technical Manual Program*, NAVAIR 00-25-100.

NOTE: You are allowed 2 working days for the incorporation of IRACs and 5 working days for the incorporation of routine changes(s) and the return of the signed and dated CECR form, Part 2, to the central library.

TYPES OF TECHNICAL DATA

Technical data is presented in numerous forms for training, operation, maintenance, repair, storage, and shipment of weapons systems and equipment. This data is an important element of the logistic support necessary for the assurance of fleet readiness and equipment availability. Technical data is supplied by the Naval Air

Systems Command (NAVAIRSYSCOM) to operating and supporting activities in the form of technical manuals, equipment change directives, and engineering data.

Aircraft squadrons, combat ships, station maintenance departments, and other nonindustrial units are provided only the necessary maintenance data in the form of technical manuals and equipment change directives. Industrial-type activities, such as naval aviation depots (NADEPs), are provided for all of the above, plus engineering data (including drawings).

TECHNICAL MANUALS

To attain a satisfactory state of readiness, technical manuals are developed, published, and distributed concurrently with aircraft and aircraft systems. Periodic changes and revisions are issued as necessary to ensure that manuals continually reflect equipment configuration and current operational and support concepts and procedures. Technical manuals released under the authority of the Commander, Naval Air Systems Command (NAVAIR) are considered the only authorized source of the information, and the instructions they contain are mandatory. Detailed information on the NAVAIR technical manual program is contained in NAVAIR 00-25-100.

One type of technical manual is the maintenance manual. This type of manual provides instructions for the effective use and support of weapons systems and equipment. The information provided by this manual includes troubleshooting, fault detection, installation, removal, repair, and illustrated parts breakdowns. The major types of manuals are described in the following paragraphs.

Maintenance Instruction Manuals (MIMs)

Each MIM usually consists of a series of volumes specifically numbered for identification of a given aircraft or weapons system. These manuals provide both general and specific instructions required for maintenance of organizational, intermediate, or depot levels of maintenance on aircraft, weapons systems, equipment, and components.

Component and Equipment Manuals

Component and equipment manuals cover all types of aircraft accessories and related equipment. Some of the most common are accessory, instrument, armament/ordnance, electronics/avionics, tools, test equipment, and support equipment such as test and shop equipment and ground handling equipment.

Work Unit Code (WUC) Manuals

Work unit code manuals provide a listing of assigned alphanumeric codes for identification of installed systems or equipment.

Planned Maintenance System (PMS) Publications

These publications provide a basis for planning, scheduling, and complying with scheduled maintenance requirements. The requirements are scheduled with intervals such as calendar time, flight time, operating hours, or number of cycles or events. In instances where conflicts exist between PMS publications and other directives, the PMS publication takes precedence. The publications used within the planned maintenance system (PMS) are discussed below.

Periodic maintenance information cards (PMICs) contain the following information:

- The component removal/replacement schedule and scheduled removal component (SRC) card requirements for items that have an approved mandatory removal/replacement interval

- The record of applicable technical directives, which lists the technical directives that have been incorporated in the appropriate maintenance requirement cards (MRCs) since the last revision

- The maintenance requirements system index, which lists by WUC system and MRC number the requirements to be performed

- The conditional inspection listing, which contains a brief description of the condition and inspection to be performed and a reference to the manual or directive containing the detailed requirements

Maintenance requirement cards (MRCs) are 5- x 8-inch cards that provide step-by-step instructions required for the efficient performance of certain maintenance tasks. Each MRC contains the tasks relating to a particular system, subsystem, area, or component using a logical

sequence for accomplishment. MRCs identify the recommended rating/military occupational specialty (MOS), performance interval, and the work area/zone involved. A listing is provided that identifies support equipment, consumables, replacement parts, and assistance requirements for task performance. Illustrations, clearances, tolerances, charts, part numbers, and other pertinent information are included where necessary. MRCs do NOT include instructions for repair, adjustment/calibration, or means of correcting defective conditions. Variations in the arrangement and format of MRCs exist because of periodic changes in the governing preparation specification. Consult the Naval Aeronautical Publications Index (NAPI) for specific aircraft/equipment details. Locally established periodic maintenance requirements or requirements established by higher authority, not covered by the published MRCs, may be added by taking the following steps:

1. New requirements maybe added to existing cards and may necessitate an adjustment of the sequence control chart/card.
2. The requirements may be presented on blank cards (NAVAIR 4790/3) and inserted among the existing cards in the most logical sequence for accomplishment. The local card will be numbered with the preceding card number and an alphabetic suffix (a, b, c, etc.). Enter the appropriate interval; for example, daily or 128-day in the block labeled Local. Local cards that do not relate to the existing cards may be added following the last card of the published deck. The higher authority reference or material condition generating the local card should be identified. A copy of all local cards is submitted to the applicable functional wing/MAW/MAG for review and/or comment and forwarded via the aircraft controlling custodian (ACC) to the cognizant field activity (CFA). If the requirement is valid and has fleetwide application, the CFA will incorporate the requirement into the applicable MRC deck. If the requirement is invalid or does not have fleetwide application, the CFA notifies the functional wing/MAW/MAG/ACC.

Sequence Control Cards/Charts (SCCs) are graphic, sequential work displays, which are used as an aid in planning and accomplishing the scheduled and unscheduled maintenance tasks during inspections. These SCCs indicate which MRCs are to be complied with, numbers and specialties of personnel required, times during which the separate jobs are scheduled for completion, POWER/AIR OFF or ON condition required during the work, and the area where the work is to be performed.

Turnaround Checklists are lists that have been prepared to support inspections of exterior and interior aircraft surfaces in an abbreviated walk-around order. The requirements cover these items necessary to determine obvious defects that may have occurred during each flight.

Support Equipment (SE) Manual

Support equipment manuals define the correct procedures for the functional operation, maintenance, and servicing of SE. When required, these manuals also include calibration of SE that supports maintenance, verification, and testing of installed systems, components, and related equipment.

Tapes, Tape Manuals, and Operator Checklists

The steady increase in complexity of sophisticated, higher performance systems resulted in the development of advanced automated test systems to reduce fault isolation and repair time. This requirement has resulted in the development of support equipment and built-in test capabilities, which use preprogrammed test tapes. Supporting English language checklists and diagnostic data are provided in the form of operator checklists and tape manuals.

Illustrated Parts Breakdowns (IPBs)

The IPB provides system, subsystem, and individual parts identification, applicability, and source, maintenance, and recoverability (SM&R) codes. Coverage is normally contained in separate manuals or in a special section of the maintenance manual. Identification is enhanced by exploded views and assembly breakdown of systems and equipment designated as replaceable or repairable. IPBs are issued for all aircraft, contractor- and government-furnished equipment components and equipment, related hardware, and SE for which bit and piece support is to be provided. Separate IPBs are NOT provided for those items of contractor-furnished equipment (CFE) for which complete breakdown is contained in the airframe IPB. IPBs do NOT identify national stock numbers (NSNs). Therefore, part number data must be cross-referenced to Naval Supply

Systems Command (NAVSUP) cross-reference catalogs for identification.

Operational Manuals

These manuals are specifically prepared to define methods and procedures for conducting operational tasks or exercises.

Naval Air Training and Operating Procedures Standardization (NATOPS) manuals are specifically prepared in support of aircrew personnel. NATOPS manuals provide standardized ground and flight operational procedures, training requirements, and other operational information of a technical nature. The data is tailored to particular models of aircraft in accordance with Chief of Naval Operations (CNO) directives and with the assistance of aircraft model managers.

Airborne weapons/stores loading lists and stores reliability cards are specifically prepared for use by squadron ordnance personnel. Airborne weapons/stores loading manuals provide standardized weapons system release and control checks, loading, arming, safing, and unloading of conventional and nuclear weapons and airborne stores. Conventional weapons checklists are abbreviations of procedures found in these manuals, and are intended for use in loading operations. The nuclear weapons sections of these manuals and respective nuclear weapons checklists include in-flight monitor, control, arming, safing, and abort procedures in addition to loading/unloading procedures.

Tactical manuals define aircraft operational parameters, weapons/stores clearances, and combat capabilities and limitations as authorized by CNO. The manuals are prepared under the technical management responsibility of the Commander, Operational Test and Evaluation Force. Procedures prescribed in these manuals are advisory, except for the following mandatory areas: (1) aircraft operating limitations, (2) external stores limitations, (3) weapons fusing, and (4) minimum arming time criteria.

TECHNICAL MANUAL NUMBER ASSIGNMENTS

Control numbers are assigned to manuals for the purpose of identification. The numerical and alphabetical combination of a NAVAIR technical manual number is used to identify the basic equipment category, main groups within the category, specific item of equipment, type of usage, type or model designation, and specific type of manual.

Table 3-3.-General Subject Classification Numbers for Manual-Type Publications

General	00
Aircraft	01
Power plants (02A Reciprocating engines, 02B Jet engines)	02
Accessories	03
Hardware and Rubber	04
Instruments	05
Fuels, Lubricants, and Gases	06
Dopes and Paints	07
Electronics	08
Instructional Equipment, Training aids, Guided Missiles	09 & 28
Photography	10
Aviation Armament	11
Parachute and Personal Equipment	13
Preservation and Packaging Instructions	15
Electronics	08 & 16
Support Equipment, Machinery, Tools, Test Equipment, Ground Servicing, and Automotive Equipment	17 & 19
Meteorology	50
Ship Installations	51

Technical Manual Number Identification

The NAVAIR manual number consists of a prefix and a combination of numbers or numbers and letters divided into three parts and separated by a dash. Additional numbers may be added to designate multiple volumes of a manual. The manual prefix (NAVAIR) identifies the command responsible for developing and maintaining the manual. The three parts that make up the remaining portions of the number are as follows:

Part I of the publication number is a two-digit number (in some cases, two digits and a letter) that designates the general subject classification or major category of the manual; for example, 01 for aircraft/airframes, 02 for power plants, and 03 for accessories. Refer to table 3-3.

Part II of the publication number consists of numbers and/or numbers and letters that identify either the basic aircraft model, manufacturer, or specific aircraft and engine, or the specific class, group, or subcategory of the manual. For example, the F14AAA in part (A) of figure 3-2 indicates the aircraft model; the 75PAC in part (D)

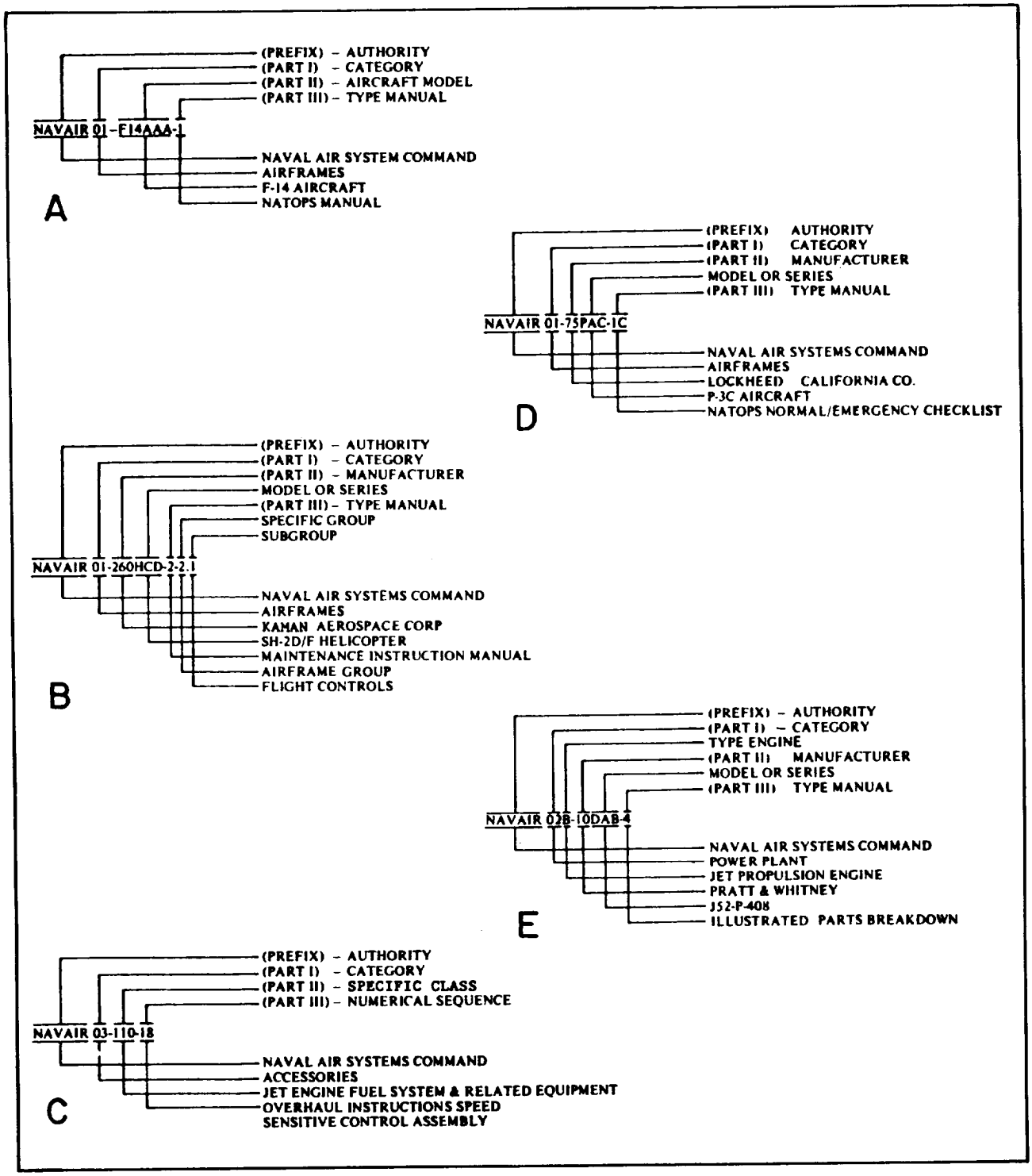

Figure 3-2.-Specific examples of technical manual number assignments.

identifies the manufacturer (Lockheed) of the P-3C aircraft; and the 02B-10 in part (E) identifies the manufacturer (Pratt and Whitney) of the jet engine power plant.

Part III of the publications suffix number may or may not have identifiable numerical significance within the airframe, missile, and power plant series. The number usually identifies a particular type of manual; for example, NAVAIR 01-XXXX-1 (-1 NATOPS), NAVAIR 01-XXXX-2 (-2 maintenance), NAVAIR 01-XXXX-3 (-3 structural repair), and NAVAIR 01-XXXX-4 (-4 IPB). Additional numbers may be added to indicate system grouping breakout by volume or subsystem grouping by subvolume (i.e., NA 01-XXXX-2-2). The second -2 indicates the second volume of the maintenance series, which is usually grouped by system. If the number assignment is NAVAIR 01-XXXX-2-2.3, the .3 indicates a subvolume or subsystem within a grouping. Refer to figure 3-2 for specific examples of technical manual number assignments. However, this system does not hold true in all cases. In many technical manual number assignments, the suffix numbers are assigned in numerical sequence for identification only, and they have no significant meaning.

Technical Manual Identification Numbering System (TMINS)

The TMINS numbering system was developed in coordination with other systems commands. It was developed in response to the project sponsored by the Naval Material (NAVMAT) Command to standardize technical manual numbers for all ships, aircraft and equipment, and their method of assignment throughout the Navy. To establish policies and guidelines of the TMINS, the Commander of Naval Material (CNM) issued NAVMATINST 4160.1. In response, NAVAIR issued its own instruction—NAVAIRINST 4160.1. This instruction is tailored after the NAVMATINST and establishes the TMINS for aeronautic publications. The TMINS provides a single user-oriented numbering and indexing system. It satisfies the requirements of all systems commands for identifying, referencing, and requisitioning technical manuals and changes. The system also makes the identification and ordering of manuals easier for the operating forces and other users. It is compatible with automatic data processing (ADP) manipulation procedures. Subsequently, NAVMAT issued an application guide and index, M0000-00-IDX-000/TMINS. This guide and index should be available in the technical library. By using the guide and index, you will be able to understand and use the TMINS.

NOTE: The Naval Material Command was disestablished, effective 6 May 1985, as the controlling authority over the systems commands. All systems commands now report directly to CNO. The cognizant authority for NAVMATINST 4160.1 is now Naval Sea Systems Command (NAVSEASYSCOM).

The TMINS assigns each technical manual a unique identifying alphanumeric designation, patterned after the 13-digit national stock number (NSN); for example, 0000-LP-000-0000. It serves as the technical manual identification number and as the national stock number used to requisition the manual. Additionally, TMINS contains a provision for adding a suffix to give the security classification and other information considered important. While reading the remainder of this section, you should look at figure 3-3.

TMINS NUMBER COMPOSITION.— The standard TMINS number (fig. 3-3) is made up of two distinct parts separated by a slash (/). The first part of the TMINS is called the publication identifier (PI). It is the essential root of the number. The PI is always used, and it is always made up of exactly 13 characters.

The second part of the TMINs is called the suffix. It is an added field of up to 17 characters (including the slash). When used, it gives user-oriented information. The suffix is always used for classified manuals and separately bound unclassified portions of classified technical manuals. The suffix for both classified and unclassified TMINS may also give the use equipment designation, nomenclature, model, or hull number information.

PI COMPOSITION.— The publication identifier is made up of two major components: the hardware/subject identifier and the technical manual (TM) identifier. The first seven characters of the PI make up the hardware/subject identifier. These characters identify the specific hardware (such as an aircraft) or subject (such as an airborne weapons system) to which the technical manual applies. Once the project serial number is assigned (for example, SA-AN/APS-39A radar

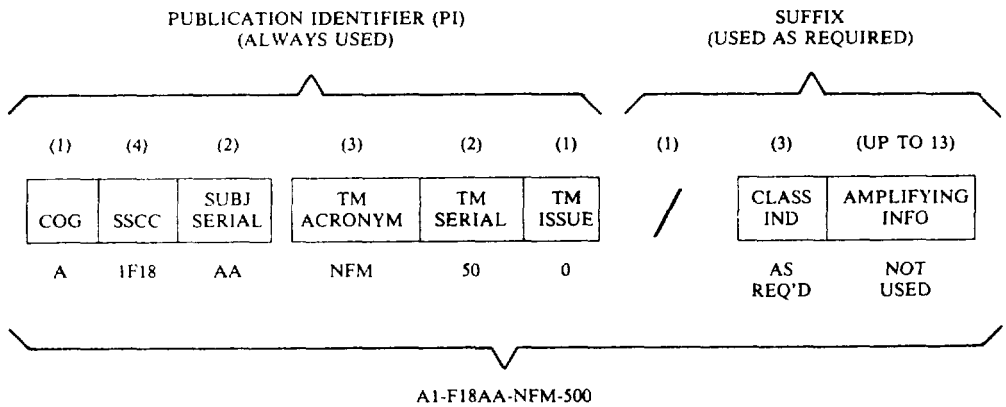

Figure 3-3.-TMINS example.

set), it will represent the item throughout its life cycle.

● Look at figure 3-3. You can see that the first seven characters of the PI are divided into three groups. The first group (COG) of the PI is a single letter that tells what command is responsible for publishing and updating the publication. For example, in figure 3-3, the COG is A for NAVAIRSYSCOM.

● The second group, standard subject classification code (SSCC), is a four-digit alphanumeric code that identifies the commodity or subject matter; for example, in figure 3-3, the 1 in 1F18 indicates aircraft or aviation. The F18 stands for the F-18 aircraft.

● The third group, subject serial code, is a two-digit code (either numbers, letters, or both) that is assigned by the Naval Air Technical Services Facility (NAVAIRTECHSERVFAC) for aeronautical manuals. It differentiates between items assigned to a given SSCC series or subseries. The subject serial codes related to aircraft are assigned according to aircraft model designation, the first being AA and the second AB. For example, the subject serial code for aircraft model A-6A is AA, aircraft model A-6B is AB, and aircraft model A-6C is AC. The subject serial codes may not be in the same sequence as the aircraft model designations. The serial codes will normally be in the sequence of each subsequent approved model designation. In figure 3-3, the subject serial code AA has been assigned for the F/A-18A aircraft.

The remaining six characters of the PI are called the technical manual (TM) identifier. The six characters identify a particular TM and are divided into three groups.

● The first group (TM acronym) consists of three letters or numbers. These letters or numbers identify the type of manual; for example, in figure 3-3, the TM acronym NFM identifies the manual as a NATOPS flight manual supplement. Numerically, they can identify the first three digits of a particular work unit code; for example, 520 is an autopilot. In some instances of work unit codes, such as support equipment (SE), a combination of a letter and two numbers is used for the TM acronym; for example, S14 is an air compressor.

● The second group of the TM identifier (TM serial number) is made up of two numbers. It is used to identify different volumes, parts, and changes to specific TMs. For NAVAIR TMs, these numbers range from 00 through 99. In the example shown in figure 3-3, the TM serial number is 50. This stands for a *Pilots Pocket Checklist.*

● The third group of the TM identifier is the TM issue, and is either a number (0 to 9) or a single letter. The number indicates the TM is a basic issue or superseding revision. A letter *(A* to *Z* except *I* and *O)* designates (in alphabetical sequence) permanent changes or rapid action changes (RACs) assigned by order of date issued.

PI SUFFIX COMPOSITION.— The PI suffix has a variable composition, depending upon

whether or not the TM has a security classification. For classified TMs, the PI suffix is always used, and the security classification indicator forms the first component of the suffix. The security classification indicator is always three characters (a letter enclosed in parentheses). The entire suffix can contain up to 17 characters, if required. To ensure the TMINS is compatible with a standard ADP data field, the suffix is limited to 17 characters.

In figure 3-3, you can see that the PI suffix is not required. Therefore, the TMINS number A1-F18AA-NFM-500 stands for the initial or revised edition of the *Pilots Pocket Checklist* supplement to the NATOPS manual of an F-18 aircraft. The TMINS number is also used to order this publication.

SECURITY OF CLASSIFIED PUBLICATIONS

The problem of security of classified publications in the technical library is generally limited to ways and means of storing, using, accounting for, and disposing of such publications in accordance with existing directives. The basic Navy security directive relating to the safeguarding of classified information is the *Information and Personnel Security Program Regulation,* OPNAVINST 5510.1. (This instruction is known as the *Security Program Regulation.)* Its provisions apply to all activities of the Navy. The application of security measures regarding technical library classified publications may be further influenced by locally issued directives that supplement the basic directives.

The technical publications librarian should initiate procedures that ensure positive control of all classified publications for which the library maintains custody. The first problem of custody is storage. Classified material is NOT kept on open shelves accessible to unauthorized personnel. While large libraries sometimes need walk-in safes for classified material, most find that a few locking drawer files are adequate. The *Security Program Regulation* discusses storage containers of varying degrees of integrity. Also provided in the regulation are specific requirements for safeguarding combinations and keys for locks, as these affect the protective capabilities of the different types of containers. Classified publications that are no longer required in the library should be disposed of by approved methods.

The security classification of each classified technical manual is indicated in the physical security (PS) column of the NAVSUP 2002 stock number list. Unclassified manual titles are carried on the nomenclature and form/pub/hull and stock number sections of the NAVSUP 2002 microfiche cards. When the title of the manual is classified, nomenclature is omitted and the word *classified* is substituted for the actual title. Classifications assigned are (1) C or 1—Confidential, (2) B or 2—Confidential-Restricted Data, (3) S or 4—Secret, and (4) J—Pilferable.

NAVAL AERONAUTIC PUBLICATIONS INDEX (NAPI)

All aeronautic publications, changes, technical directives (TDs), and forms under the cognizance of NAVAIRSYSCOM and distributed by NATSF are cataloged in an index, which is titled the *Naval Aeronautic Publications Index* (NAPI). The NAPI presently consists of nine sections or parts to make locating and ordering specific publications easier. Each section (part) contains its own introduction as to the purpose or function of the section and the specific instructions on how to use that particular index. The six sections that presently make up the complete NAPI are as follows:

1. NAVSUP 2002, *Navy Stock List of Publications and Forms*

2. NAVAIR 00-500A, *Equipment Applicability List*

3. NAVAIR 00-500C, *Directives Application List*

4. NAVAIR 00-500M, *Microfilm Cartridge Cross-Reference*

5. NAVAIR 00-500SE, *Support Equipment Cross-Reference*

6. NAVAIR 01-700, *Airborne Weapons/ Stores, Publication Index*

NAVSUP 2002

The NAVSUP 2002, *Navy Stock List of Publications and Forms, is* considered part of the NAPI. It is actually the bible and index for requisitioning all Navy publications, forms, and TDs under the cognizance of the Naval Publications and Forms Center (NPFC). The index is divided into three main parts (sections), based on type of material. Section 1 lists all naval forms; section 2, all naval publications; and section 3, all naval technical directives.

The introduction to the index contains specific instructions on how to use the index, requisitioning instructions, prefixes and codes used to identify various types of publications, and standard abbreviations. The index listings contain pertinent information such as titles/nomenclature, ordering stock number, material control code, quantity restrictions, security classification, unit price, applicability information, date of issue of the material, and latest revision date, to highlight a few.

The NAVSUP 2002 is issued on microfiche, and it is updated quarterly in February, May, August, and November. You should ensure that you have the latest microfiche update when using this index as a reference or for requisitioning material.

NAVAIR 00-500A

The NAVAIR 00-500A, *Equipment Applicability List,* is a cross-reference index of NAVAIRSYSCOM publications pertaining to aircraft systems, components, and equipments. The purpose of this index is to identify which publications pertain to a particular aircraft system, component, or specific equipment. This index is issued on microfiche and is updated quarterly in November, February, May, and August.

NAVAIR 00-500C (SERIES)

The NAVAIR 00-500C (series), *Directives Application List,* contains a listing of the published and distributed NAVAIR technical directives as they apply to a particular aircraft. The index is issued in sections, with each section having its own subscript number (for example, NA 00-500C.1, NA 00-500C.2, etc.). Each section covers one specific aircraft and/or engine, and it lists all applicable TDs that pertain to that aircraft or engine.

The custodians for each type and/or model aircraft are automatically supplied with the applicable NA 00-500C for their particular aircraft and engine. The index, printed in book form, is issued (updated) every 6 months in April and November.

NAVAIR 00-500M

The NAVAIR 00-500M, *Microfilm Cartridge Cross-reference,* index provides information on the contents, application, and status of Maintenance Information Automated Retrieval System (MIARS) microfilm cartridges. MIARS microfilm cartridges contain the technical manuals issued by NAVAIR, which are not printed in book form. This index is produced in microfiche only and consists of parts I, II, and III. Part I is a cross-reference of NAVAIR manuals to microfilm cartridge number. Part II is a listing of microfilm cartridges with the latest date of the cartridge. Part III contains a listing of microfilm cartridges with their applicable technical manuals by aircraft model. This listing is by cartridge number sequence within a particular aircraft series. Only those manuals applicable to the aircraft are listed. The NAVAIR 00-500M is distributed quarterly.

NAVAIR 00-500SE

The NAVAIR 00-500SE, *Support Equipment Cross-reference,* index provides information for identification of support equipment (SE) changes required for the latest configuration of end items of support equipment. This index, which is printed in book form, is divided into two sections. Section 1 lists support equipment changes to model/part number references. Section 2 lists model/part number to support equipment change references. This index is issued annually in December.

NAVAIR 01-700

The NAVAIR 01-700, *Airborne Weapons/ Stores Publication Index,* is designed to provide

using activities with a guide to ensure that all existing changes have been incorporated in airborne weapons/stores checklists and manuals on hand, and that these publications are the most recent available. Stores reliability cards (SRCs) are also included in the index. All aviation ordnance shops must have the latest NA 01-700 to ensure their loading manuals and checklists are current. The index is issued quarterly in January, April, July, and October.

Normally, a complete NAPI should be maintained by the quality assurance/analysis division in the technical library. In addition, the armament branch of the activity should maintain the NA 01-700 for a ready reference. The armament branch supervisor should check all checklists, manuals, and SRCs against this index on a quarterly basis.

UPDATING PUBLICATIONS

Modern aviation technology is constantly changing. What is considered to be the *latest word* today may be modified, totally revised, or otherwise made obsolete tomorrow. This condition is not always planned or intended, but it must be accepted and dealt with. Changing conditions apply to aeronautic technical publications. Changing conditions require prompt action be taken to change and revise all material that is related to the technical information and data used by maintenance and operational personnel.

The degree of urgency of updating publications depends upon the type of information involved and the frequency of reference to the affected directives or publications. In any event, technical data change and revision material should not be allowed to accumulate at any point, Most maintenance activities have established procedures throughout the organization to ensure prompt actions for the revision and updating of all technical information and data. There are two basic methods used to update technical manuals—changes and revisions.

A technical manual change is the official release of correction pages to a part or portion of an existing document. A change provides replacement pages for that area of the manual affected by a change action. This approach provides both an economical and expedient method of issuing new or correct material to the user. Upon receipt, you should remove the superseded pages and insert the new material. This action is required for paper manuals only.

A revision is a complete reissue of a replacement document with all change information incorporated. Normally, a revision is issued when over 60 percent of a publication's pages are affected by change, or when the manual usability is impaired because of change complexity.

Changes to original manuals are issued as two basic types—routine changes and rapid action changes (RACs). Routine changes are released periodically, depending upon the contract requirements and funding availability. Rapid action changes (RACs) are expedited change actions programmed for short turnaround and release time because of possible relationship to safety, equipment damage, or danger to personnel.

ROUTINE MANUAL CHANGES

Routine manual changes are partial manual updating actions, and are issued as corrective insert pages to existing technical manuals (printed manuals only). Routine manual changes are issued periodically to provide the user with information concerning configuration, maintenance concepts, and procedural changes. Users receiving manual changes should take immediate action to update the affected manuals. A list of effective pages, which is a complete list of all pages changed, deleted, or added, is supplied as a backup to the title page. It is provided to assist in the insertion of change pages and checking the currency of the pages.

On the back of each notice cover page (A page) is a cumulative list of all changed/revised pages issued since the basic date of the manual. In a publication that has had several changes, the A page lists all pages affected by changes, with those affected by the latest change being indicated by an asterisk. Figure 3-4 is an illustration of an A page. If you check the listed pages and dates against the corresponding pages of the manual,

LIST OF EFFECTIVE PAGES

Insert latest changed pages; dispose of superseded pages in accordance with applicable regulations.

NOTE: On a changed page, the portion of the text affected by the latest change is indicated by a vertical line, or other change symbol, in the outer margin of the page. Changes to *illustrations* are indicated by miniature pointing hands. Changes to wiring diagrams are indicated by shaded areas.

Total number of pages in this manual is 188 consisting of the following:

Page No.	#Change No.	Page No.	#Change No.
Title	2	5-31	1
A	2	5-31A	1
B	2	5-31B	1
C Blank	2	5-32 - 5-37	0
i - iv	0	5-38	2
v	2	5-39 - 5-46	0
vi - vii	0	5-46A	0
1-0 - 1-1	0	5-46B	0
1-2	1	5-47 - 5-52	0
1-3 - 1-6	0	5-53	2
2-1 - 2-12	0	5-54 - 5-55	0
3-1 - 3 -11	0	5-56 Blank	0
3-12 Blank	0	6-1 - 6-4	0
4-1 - 4-10	0	7-1 - 7-3	0
5-1 - 5-17	0	7-4	2
5-18 Blank	0	7-5 - 7-6	0
5-19	0	7-7	2
5-20 Blank	0	7-8 - 7-9	0
5-21	0	7-10	2
5-22	2	7-11 - 7 -12	0
5-23 - 5-28	0	7-13	2
5-29	2	7-14 - 7-16	0
5-30	0	7-17	2

* Zero in this column indicates an original page.

A Change 2

Figure 3-4.-List of effective pages.

you can determine the currentness and completeness of a publication.

RAPID ACTION CHANGES (RACs)

Rapid action changes (RACs) are prepared to disseminate urgent essential data that directly involves hazards to personnel, an impairment to safety of flight, an aircraft grounding, a mission capability, an equipment or property damage, and/or maintenance capability, including that for high value and repairable items. RACs are issued in the following three formats:

Type IA— A message interim RAC issued by the cognizant Navy authority, preparing activity, or designated military office.

Type IB— A printed interim RAC issued by the cognizant Navy authorized preparing activity. Printed interim RACs are applicable to printed or microfilm manuals to cover urgent change data that is not capable of being transmitted by message, such as changes to illustrations and wiring diagrams that cannot adequately be covered in the text of a message.

Type II— A printed, formal RAC prepared as insert change pages. Formal RACs are to be prepared as a replacement for interim RACs (types IA and IB), as applicable to printed manuals only.

Interim RACs, message and printed copy, are maintained with the affected printed-copy

Date

From: Commanding Officer _____
To: Commanding Officer, Naval Air Technical Services Facility, Code 321.

Subj: Initial Outfitting of Aeronautical Publications of a General Nature; request for

_____ and/or _____

Initial Outfitting List of Aeronautical Publications for _____ Aircraft/Missile; request for
(specific)

Ref: (a) NAVAIR 00-25-100
(b) Navy Comptroller Manual, Volume II, Chapter 5

1. It is requested that an initial outfitting allowance of subject manuals be provided in accordance with reference (a).

2. This activity (has been) (has not been) in contact with the area NAVAIRTECHSERVFAC Quality Assurance Technical Publications Specialist addressed in reference (a).

3. Requirements for automatic distribution will be/have been submitted in accordance with NAVAIR 00-25DRT-1.

4. The following information is provided:

a. Unit Identification Code (UIC) _____, as listed in reference (b).

b. Appropriate Aircraft or missile model. _____

c. Priority designator and required date of publications. _____

d. Level of maintenance. _____

e. NAVAIRTECHSERVFAC Assigned Activity Address. _____.

5. Point of contact for this activity is:

_____ Autovon/Commercial Number _____

6. Mail applicable publications to:

_____

_____

_____

(Authorized signature)
By direction

Figure 3-5.-Sample letter requesting initial outfitting lists for auditing purposes.

manuals by inserting the message or printed copy directly behind the title page,

Interim RACs applicable to microfilm manuals are maintained with the applicable microfilm cartridge. The RAC number(s) is/are annotated on the cartridge side label. Upon receipt of the updated cartridge, you should review each outstanding RAC to make sure that data incorporated into the applicable manual is accurate before disposal of the message or paper copy interim RAC.

Formal RACs are to be collated into the applicable printed manuals when received.

REVISIONS

The revision of a manual requires an evaluation of technical manual condition, both physical and technical, and the release of a complete new edition of the manual. These revisions are prepared and distributed on a nonscheduled, as required basis. All manuals are reviewed periodically (at least once a year) to determine requirements for reissue. Revisions direct the supersedure and disposal of the revised document.

Manuals that are furnished on microfilm in a MIARS cartridge are updated (either by change page or revisions) by the issue of an updated cartridge that supersedes the previous issue of the cartridge. The table of contents reflects the date of the latest revision and/or change to the technical manuals in the cartridge.

FLIGHT MANUAL CHANGES

The flight manual is the official technical manual for issuing the operating instructions for a particular model of aircraft. Updating flight manuals is accomplished through revisions, changes, or rapid action changes.

In this instance, a revision is a second or subsequent edition of a flight manual that supersedes the preceding edition. When received in the activity, all preceding editions become obsolete and should be disposed of.

A change is the term applied to the periodic changes issued by the aircraft manufacturer to incorporate information and instructions as required. Changes usually require page-for-page replacement and, in cases of additional information, the addition of supplementary pages.

Interim and/or rapid action changes are issued in a manner previously discussed. When urgency demands, the naval message RAC is issued to major commands such as Commander, Naval Air Force, Pacific Fleet (COMNAVAIRPAC); Commander, Naval Air Force, Atlantic Fleet (COMNAVAIRLANT); etc. Message interim changes are incorporated into the flight manual by changes, or they may be replaced by regular interim changes.

Routine changes are prepared by the NAVAIRSYSCOM and distributed to each custodian of the flight manual. RACs are placed in the front of the flight manual by the holder until the contractor incorporates the information into the flight manual. A flyleaf is provided in each flight manual indicating the status of each RAC.

Safety of flight supplements are issued by the Air Force for flight manuals for all aircraft procured by the Air Force. Safety of flight supplements are similar to and serve the same purpose as interim changes. They are distributed to the holders of flight manuals procured by the Air Force and jointly used by the Navy.

PROCUREMENT OF TECHNICAL DATA

As an AZ striker or AZ3 newly assigned to duties in a technical library, you are probably impressed by the seemingly large amount of technical data received for the library. Nearly every mail call brings several packages or envelopes of publications that must be incorporated into the library files. Automatic distribution accounts for the bulk of the day-to-day publication receipts. The purpose of this section is to provide you with background information relating to the source of aeronautic technical data so you will be better equipped to perform technical library duties.

TECHNICAL MANUAL INITIAL OUTFITTING

Commanding officers of newly commissioned or reactivated activities are responsible for requesting initial outfitting of general and specific technical manuals. This is accomplished by submitting a letter to the Naval Air Technical Services Facility (NAVAIRTECHSERVFAC). The letter includes the type of manuals being requested; for example, general publications and/or specific publications for a particular aircraft, missile, engine, etc. Figure 3-5 show's a typical initial outfitting letter.

The letter should be specific and should include the following information:

- The quantity desired (if not included, the quantity provided is in accordance with the computerized standard quantity issued)
- Statement as to use of NAVAIRTECHSERVFAC QA technical publication specialist
- The priority designator in accordance with the latest edition of OPNAVINST 4614.1 and the date the publications are required
- The unit identification code (UIC) as listed in the *Navy Comptroller Manual,* volume 11, chapter 5
- The level of maintenance performed
- Appropriate aircraft
- NAVAIRTECHSERVFAC assigned activity address
- Point of contact at the requesting activity
- The complete mailing address

Once an activity has defined its publication requirements, a request is submitted to the Commanding Officer, Naval Air Technical Services Facility, for inclusion on the automatic distribution list. This action assures future receipt of all publication changes and revisions, in the desired quantities, immediately following their issue. Customer services, provided by NAVAIRTECI-ISERVFAC, are outlined in figure 3-6.

CHANGE IN MISSION OR AIRCRAFT CUSTODY

Upon change in mission of the aviation activity or when changing over from one model of aircraft

NAVAIRTECHSERVFAC MAILING ADDRESS. Commanding Officer, Naval Air Technical Services Facility, 700 Robbins Avenue, Philadelphia, PA 19111-5097.

a. Naval message address: NAVAIRTECHSERVFAC PHILADELPHIA PA.

b. Normal working hours 0800-1630. Information on technical manual services may be requested from the following:

(1) Initial Outfitting Request: Send letter request to NAVAIRTECHSERVFAC. General information may be requested by calling Autovon 442-4672 or commercial (215) 697-4672.

(2) Automatic Distribution: Mail NAVAIR 00-25DRT-1 forms to NAVAIRTECHSERVFAC Code 32. General information may be requested by calling Autovon 442-2202 or commercial (215) 697-2202.

c. Publication research may be requested from NAVAIRTECHSERVFAC at Autovon 442-4309 or commercial (215) 697-4309.

d. Technical directive research may be requested from NAVAIRTECHSERVFAC at Autovon 442-2956 or commercial (215) 697-2956.

e. Suggestions/complaints/additional information may be requested from NAVAIRTECHSERVFAC at Autovon 442-2909 or commercial (215) 697-2909.

f. Direct liaison with NAVAIRTECHSERVFAC QA Technical Publications Specialists (TPS) is available. TPS locations and phone numbers are listed in WP 013 00.

g. Fleet Liaison Officer. When unable to contact local TPS, fleet users may also request assistance and direction from NAVAIRTECHSERVFAC Fleet Liaison Officer at AUTOVON 442-6156 or Commercial (215) 697-6156.

Figure 3-6.-NAVAIRTECHSERFAC technical manual customer services.

to another, a different set of specific technical publications may be required. In such cases the activity concerned submits a request to NAVAIR-TECHSERVFAC for an aeronautic technical publication outfitting allowance applicable to the model designation of the new aircraft involved. Each request of this type should include a priority designator for shipment of the publications. The latest edition of *Uniform Material Movement and Issue Priority System,* OPNAVINST 4614.1, establishes guidelines and furnishes instructions for the assignment of priority designators.

When a shipment is received, it includes changes as well as the basic publications. Each change must be incorporated into the basic publication in chronological order. Not until this is done is any given publication considered up to date. Some publications require few, if any, changes, while other publications are furnished with changes amounting to several times the size and weight of the basic publication.

The job of bringing the aeronautic technical publication outfitting allowance up to date after receipt is usually a monumental task, and it may seem to you that the task is unfair and unnecessary. Remember, when this outfitting allowance was ordered from NATSF, the shipment was prepared from stock off their shelves. There may be 50 or more issues of each basic publication you received still in stock at NATSF. If you multiply this figure by the number of different publications received in a single allowance and multiply again by the number of aircraft models in use in the Navy, you can see the size of the task if NATSF were to update every copy of all the different publications it stocks. It is a physical impossibility if they are to remain within their present budget limitations. The only alternative is local updating.

The initial outfitting and aeronautic technical publications outfitting allowances received by reactivated or newly commissioned aviation activities are received in the same unincorporated condition as mentioned earlier, and it requires much time and conscientious effort to make them current.

ONETIME REQUESTS

From time to time, it is necessary for an activity to obtain additional publications, increase quantities attained by initial outfitting, or replace technical manuals on a onetime basis. To meet these onetime requests, NAVAIR has established a onetime requisitioning system. Technical manuals procured by this approach are ordered using the DD 1348 or by Defense Automatic Addressing System (DAAS) message preparation. If the librarian desires follow-up changes or revisions for publications procured by a onetime request, the librarian must also submit a change to the Automatic Distribution Requirements Tables, NAVAIR 00-25 DRT-1 (discussed later in this chapter), adding the new requirement. The NAVAIR 00-25 DRT-1 is commonly referred to as the DRT (pronounced dirt) by the AZ community.

You should refer to NAVSUP 2002, section III, and the latest cumulative supplement, if applicable, for the proper stock number, publication number, title, and requisition restriction code in preparing orders for naval aeronautic technical publications. Stock numbers (13 digits) for manual publications are assigned by the Naval Supply Depot. These stock numbers have application only to certain publications and forms and should not be confused with the national stock numbering system. Requisition restriction codes assigned to issue-controlled items are two-character alphabetic codes signifying that a certain issue restriction has been placed upon an item by the sponsoring command or office.

DD 1348 is a single-line item requisition system document used by naval activities when requisitioning aeronautic technical manuals on a onetime basis. This requisition form is prepared and submitted through normal SUPPLY channels. Requests for issue of a controlled item are submitted on the DD 1348 with a letter of justification to the sponsor marked for the attention of the unit code.

The DAAS message is the fastest, most reliable, and least expensive method of ordering technical manuals. To help you in preparing the message requisition, a worksheet, NAVSUP 1353, is available that has the basic format of a DD 1348. This message may include multiple requisitions, as well as follow-ups and cancellation requests.

At times there may be requirements for technical publications controlled by activities other than NAVAIRTECHSERVFAC. The latest

edition of NAVMATINST 5600.11 outlines the policies and procedures that cover the joint agreement for the exchange of technical information between the various elements of the Department of Defense. Instructions for obtaining non-NAVAIR publications are contained in NAVAIR 00-25-100.

SCREENING AND REVIEW OF TECHNICAL DATA

All aircraft maintenance organizations are in continuous receipt of relatively large quantities of technical information and data. You have already seen which material must be entered in the files or technical library as new or revised reference material. While some of this material is purely informational, a certain amount requires immediate or future action. Therefore, it is important that all incoming technical data be screened and reviewed by technically competent personnel who are in a position either to advise or to initiate proper action and disposition of the material. Internal routing procedures should ensure that designated personnel are made aware of on-hand, unprocessed technical information and data.

Prompt action must be taken to incorporate all official technical documentation update data issued. Technical publication changes and revisions must be screened, recorded, and routed. The cognizant library personnel must ensure that change data is not allowed to accumulate at any point. It is mandatory that this material reach every department holding copies of the affected manuals and directives and that immediate action be taken to merge the information with the original data base. The nature of aircraft maintenance tasks demands an urgent response time. Compliance with the above actions builds maintenance personnel's confidence in their technical manual system.

Screening, review, and disposition of material must be accomplished on at least a daily basis to provide for the earliest initial or follow-up actions. A backlog accumulation of unprocessed technical data is a potential flight safety hazard. It is also an indication of substandard maintenance management.

While at the striker or third class level, you, as an AZ, have little or no responsibility for processing this material. You will learn with experience, and in time be able to accurately process some of it without supervision. It should be emphasized here that you are not just a clerical assistant in the aircraft maintenance organization, The AZ is a part of the organization, and as such, you should strive to develop a capability for independent thought and action with regard to the overall maintenance activity functions. As with other ratings, only those who demonstrate willingness and ability to assume additional responsibility y are considered for advancement.

AUTOMATIC DISTRIBUTION LIST

Neither the initial outfitting of general aeronautic publications nor the aeronautic technical publication outfitting allowance of specific aircraft publications will remain current for very long after receipt. Changes and revisions of various publications are continually being issued. Of course, they are listed in the NAVSUP 2002, but it would be an almost endless job to screen this index and order changes and revisions as they become available. Therefore, a system was developed allowing NATSF to issue certain future issues of new and revised publications directly to affected activities. To accomplish this, NATSF maintains a distribution list for each publication. Whenever changes or revisions occur, all activities having the appropriate requirement tables from NA 00-25DRT-1 on file receive the copies automatically.

Activities desiring automatic distribution of technical publications on a continuing basis must fill out and submit these requirements tables. The tables, which are available from the Naval Publications and Forms Center, consist of seven sections as follows:

Section I	Introduction
Section II	General Publications and Special Application Technical Manuals (Paper)
Section III	Technical Directives and Related Indexes (Paper)
Section IV	Aircraft/Missiles/Target Drones/Power Plants and Related Manuals, 01 through 19 series (paper)

Section V Ship Installations Technical Manuals and Technical Directives

Section VI MIARS Microfilm

Section VII Cover Pages

The requirements tables are to be used only for establishing continuing requirements for future publications (new or changes/revisions to existing manuals) by means of automatic distribution. They are NOT to be used for onetime requests to fill a special or limited need for existing issues.

Requirements tables are to be submitted for the following types of continuing requirements:

NEW— First submittal for automatic distribution or reinstatement of complete requirements that have been previously canceled.

CHANGE— Partial modification of existing requirements including one, two, or all three of the following types:

1. Deletion of some but not all terms or application insert models. This requires the insertion of zero (0) in the applicable quantity column(s).

2. Quantity increase or decrease for a single item or multiple items. Changed quantity should be inserted.

3. Addition of item(s) or application insert models. This requires the insertion of quantities and specific model(s) for the additional requirements. Previously submitted requirements not involved in a change will remain in effect.

REVISION— Resubmittal of complete requirements that supersede existing requirements.

The requirement tables, found in NAVAIR 00-25DRT-1, incorporate two copies of each applicable page, including the cover page of the requirements tables. Pages are secured by two screw posts and can be easily removed from the assembled manual by unscrewing the two posts. These pages should be prepared in duplicate. The original should be forwarded to the Naval Air Technical Services Facility, and the duplicate should be retained by the preparing activity for reference file purposes.

The cover page must be completed for each submittal. The official title and address for the receipt of the required publications must be inserted. While redistribution within a command is the responsibility of the commanding officer, specific organizational codes may be used to aid in the delivery where conditions dictate (location, size, special or peculiar requirements, etc.). The date entered should be the date of submittal. This is required to show currency and to identify and distinguish future changes and revisions. The official authorized to sign for the activity should insert his/her signature. The appropriate blocks should be checked to indicate the parts of the requirements tables that are being submitted, If the submittal consists of only a portion of any part, the Partial block should be checked and the total number of pages being submitted for that part should be inserted. The type of submittal should be indicated in the appropriate block(s). Guidance for selection of the applicable block(s) is contained on the cover page to NAVAIR 00-25DRT-1.

Requirements tables may be submitted as a whole or as individual pages, whichever fits the needs of the preparing activity. Each page submitted requires the activity name and submittal date to aid in handling. Insertions (activity, name, date, quantities, and specific models of aircraft, missiles, target drones, and power plants) may be either typewritten or hand-printed in ink. As specified on each applicable page, only one specific configuration of an aircraft, missile, target drone, or power plant can be inserted per block. If an activity has requirements for more configurations than blocks provided on a page, multiple submittal of the same page to reflect all required configurations should be made.

When compiling an activity's automatic distribution requirements, library personnel should use the *Aircraft Application Index,* NAVAIR 00-500B. This index lists NAVAIR technical manuals and appropriate pub codes, which are reflected in the distribution requirements table. The pub codes are assigned by NAVAIRTECHSERVFAC to one or more publications falling into the same category. The proper quantities of desired publications being received can be verified if you know the publication pub code it is listed under in the DRT.

Additional detailed instructions pertaining to preparation and submission of Automatic

Distribution Requirements Tables are contained in NAVAIR 00-25DRT-1.

TECHNICAL DIRECTIVES

Technical directives (TDs) are letter-type publications that are primarily used for directing the accomplishment and recording of modifications and onetime inspections of weapons systems and equipment. TDs are issued as formal letter-type and message-type directives. A formal TD is a document issued as a change, an amendment, or a revision, and it is published by letter. A message-type TD is a document issued as a bulletin, an interim change, or an amendment or revision, and it is published by message to expedite dissemination.

A change is a document containing instructions and information that directs the accomplishment and recording of a material change, a repositioning, a modification, or an alteration in the characteristics of the equipment to which it applies. A bulletin is a message-type document containing instructions for the inspection of weapons systems and equipment to determine the existence of specified conditions and what actions should be taken. A rapid action minor engineering change (RAMEC) is a message-type TD that provides for an expeditious action on minor changes that offer significant advantages to the operating forces. The latest edition of NAVAIR 00-25-300 contains the policies and procedures governing the TD system.

Message-type TDs are technical documents used to dispense urgent action information. Because of their urgency, they are released in naval message format to a preselected distribution list. Instructions that direct onetime inspections are issued as bulletins. All interim changes (except RAMECs) are superseded by a formal TD to maintain proper configuration control. Interim changes (except bulletins and RAMECs, which are not normally formalized) will be superseded within 180 days by a formal TD of the same title, number, and subject prepared in accordance with MIL-D-81992. NAVAIR, which has logistic support cognizance of the weapons systems/equipment, is responsible for ensuring the issuance of the formal technical directive.

METHODS OF UPDATING TECHNICAL DIRECTIVES

A TD may be updated by issuance of an amendment, which is a document consisting of information that clarifies, corrects, adds to, deletes from, makes minor changes in requirements to, or cancels an existing TD. A maximum of three amendments maybe applied to any TD, and each one remains in effect until rescinded or superseded by a revision. Amendments may not be used to cancel another amendment.

Another way to update a TD is to use a revision. A revision is a completely new edition of an existing change or bulletin. It supersedes the original directive or revision and all existing amendments.

RESCISSION/CANCELLATION OF TECHNICAL DIRECTIVES

Rescission is the process by which the TD is removed from active files after all requirements have been completely incorporated. Final rescission action is directed in the TD index, NAVSUP 2002 (microfiche). All activities maintaining active technical libraries maintain applicable documents until the TD is deleted from the TD index.

Cancellation is the process by which TDs are removed from active files when it is determined that a previously issued TD is not to be incorporated. Cancellation action is directed by issuance of an amendment to the TD. The cancellation amendment explicitly states the required configuration of each article initially specified for modification; that is, whether installed modifications are to remain installed or are to be removed. The TD control center is located at NATSF.

The filing of TDs was discussed previously. Detailed instructions on TD incorporation and documentation are given in chapter 4 of this rate training manual.

PRIORITY OF TECHNICAL DIRECTIVES

Technical directives are assigned a category according to the importance and urgency of accomplishing the work involved. Each technical directive is assigned to one of the following categories: immediate, urgent, routine, or record purpose.

The category immediate action is assigned to directives that are issued to correct safety conditions that, if uncorrected, could result in fatal or serious injury to personnel, extensive damage, or destruction of property. Immediate action directives involve the discontinued use

of the aircraft, engines, or equipment in the operational employment under which the adverse safety condition exists, until the directive has been complied with. The immediate action directive is identified by the words IMMEDIATE ACTION in 1/4-inch capital letters at the top center of the page.

The category urgent action is assigned to directives that are used to correct safety conditions, if uncorrected, could result in personnel injury or property damage. Such conditions compromise safety and involve risks calculated to be tolerable within narrow time limits and may or may not necessitate the imposition of operating restrictions. Urgent action directives are identified by the words URGENT ACTION printed at the top of the first page.

The category routine action is assigned to directives concerned with equipment or procedural deficiencies of a material (mechanical, operational, or tactical in nature), the uncorrected existence of which could constitute a hazard. Continued usage could have an adverse effect on operational efficiency, reduce tactical or tactical support utility, or reduce operational life and/or general service use of the equipment. Routine action directives are identified by the words ROUTINE ACTION printed in black letters at the top of the cover page.

The category record purpose is used when a modification has been completely incorporated by the contractor or in-house activity in all accepted equipment, and when retrofit is not required of repairable in the Navy's possession. Record purpose directives are identified by the words RECORD PURPOSE printed in black capital letters at the top center of the first page.

TECHNICAL DIRECTIVE NUMBERING SYSTEM

The numbering system used for TDs is a consecutive, numerical application regardless of year of issue. For example, F-14 airframe change 45 would be the 45th airframe change that is applicable to the F-14 aircraft. All TDs are numbered in numeric sequence regardless of the subject to which it applies. The TD control center, located at NATSF, is responsible for assigning TD numbers.

ORDERING PRINTED TECHNICAL DIRECTIVES

TDs are listed in NAVSUP 2002, section 3A. Indexing begins on a separate microfiche immediately following the last fiche reflecting stock numbers for publications and forms. Information listed is complete for the identification of individual directives. Interim TDs are listed in NAVSUP 2002, section 3A, with other TDs. However, interim TDs are specifically identified by the abbreviation INT after the TD number. TDs listed as interim should be requested by speedletter submission to the appropriate controlling custodian. A TD marked by an asterisk preceding the directive number indicates the directive is effective but out of stock. Asterisk-marked TDs should be special ordered by speedletter directly from NATSF. A TD marked with the letter *R* preceding the directive number indicates that the TD has been rescinded and is listed for record purposes only. TDs not identified by INT, an asterisk, or the letter *R* may be ordered using NAVSUP Form 1205. This form (with the noted exceptions) is the primary document for ordering TDs. Refer to the example in figure 3-7. The form is filled out as follows:

Area 1 — Enter the requisitioning activity's address and any appropriate requisitioning data.

Area 2 — List all directives sequentially by number.

Area 3 — Identify the office of the originating command and the directives and their numbers in numerical sequence.

Area 4 — State the required number of copies.

Area 5 — Enter the date of request.

Area 6 — Enter the address to which the form is to be mailed. The address is prelabeled on the form so that a window envelope may be used.

ORDERING CARTRIDGE DIRECTIVES

Although the MIARS cartridge concept is slowly being phased out by the Navy, some TDs are still found on cartridges. These TDs are listed in NAVSUP 2002 with the technical manuals instead of the TDs. They should be researched in section 2 by nomenclature; that is, by AFB or AFC number and cartridge numbers prefixed by NA. Contrary to normal TD indexing, cartridges have an assigned stock number and should be ordered in the same manner as technical manuals, using a DD Form 1348.

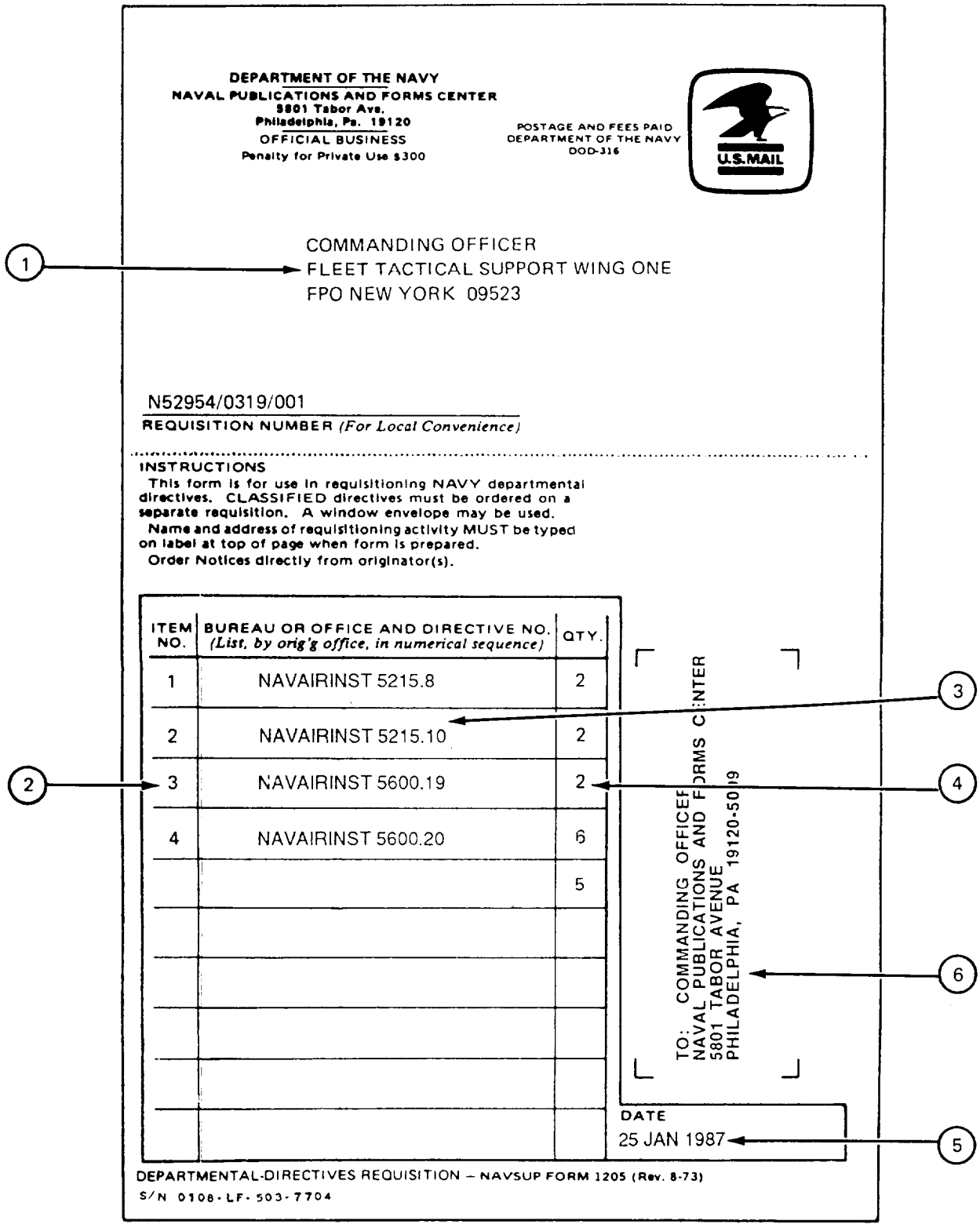

Figure 3-7.-Typical completed NAVSUP Form 1205.

MAINTENANCE INFORMATION AUTOMATED RETRIEVAL SYSTEM (MIARS)

As a means of improving updated manual availability and reducing stowage space, NAVAIR placed numerous maintenance and illustrated parts breakdown manuals on 16-mm microfilm. This process was later found not to be cost effective or practical for most activities. Very few activities today use MIARS, and eventually it will become a thing of the past. For this reason MIARS will not be covered in depth by this TRAMAN. For more information concerning MIARS, refer to NAVAIR 00-25-100.

MICROFICHE

Microfiche is a film negative card (fiche). Fiche cards are used for many purposes throughout the Navy wherever microfilming may be used to reduce amounts of paper documents. Figure 3-8 shows a fiche card that is used as part

	NA-01-F14AAA	4- 1	0801-LP-202-5010	F-14A AIRCRAFT, LANDING GEAR SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 2	0801-LP-229-9500	F-14A AIRCRAFT, ENVIRONMENTAL CONTROL SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 3	0801-LP-202-6010	F-14A AIRCRAFT, ESCAPE SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 4	0801-LP-202-6510	F-14A AIRCRAFT, FLIGHT CONTROL SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 5	0801-LP-202-7010	F-14A AIRCRAFT, HYDRAULIC POWER SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 6	0801-LP-202-7510	F-14A AIRCRAFT, PROPULSION SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 7	0801-LP-202-8010	F-14A AIRCRAFT, FUEL AND IN-FLIGHT REFUELING SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 8	0801-LP-202-8510	F-14A AIRCRAFT, INSTRUMENTS AND DISPLAYS, IPB	03/15/74
	NA-01-F14AAA	4- 9	0801-LP-202-9010	F-14A AIRCRAFT, ELECTRICAL POWER, POWER DISTRIBUTION AND LIGHTING SYSTEMS, IPB	03/15/74
*	NA-01-F14AAA	4- 01	0801-LP-233-8000	F-14A AIRCRAFT, MASTER LOCATOR INDEX, IPB	08/15/74
*	NA-01-F14AAA	4- 02	0801-LP-233-8500	F-14A AIRCRAFT, MASTER LOCATOR INDEX, VOLUME II, IPB	08/15/74
*	NA-01-F14AAA	4- 03	0801-LP-233-9000	F-14A AIRCRAFT, MASTER LOCATOR INDEX VOLUME III, IPB	08/15/74
	NA-01-F14AAA	4- 10	0801-LP-202-9510	F-14A AIRCRAFT, NAVIGATION SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 11	0801-LP-203-0010	F-14A AIRCRAFT, ELECTRONIC COUNTERMEASURES SYSTEM, IPB	03/15/74
	NA-01-F14AAA	4- 12	0801-LP-203-0510	F-14A AIRCRAFT, COMMUNICATIONS SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 13	0801-LP-203-1010	F-14A AIRCRAFT, ARMAMENT SYSTEMS, IPB	03/15/74
	NA-01-F14AAA	4- 14	0801-LP-203-1510	F-14A AIRCRAFT, WEAPON CONTROL SYSTEM AN/AWG-9, IPB	03/15/74
	NA-01-F14AAA	4- 15	0801-LP-203-2010	F-14A AIRCRAFT, GROUND SUPPORT EQUIPMENT, IPB	03/15/74
	NA-01-F14AAA	6	0801-LP-203-2510	F-14A AIRCRAFT, PERIODIC MAINTENANCE INFORMATION CARDS	08/01/73
	NA-01-F14AAA	6- 1	0801-LP-203-3010	F-14A AIRCRAFT, TURNAROUND/SERVICING MAINTENANCE REQUIREMENTS CARDS	08/01/73
	NA-01-F14AAA	6- 3	0801-LP-203-3510	F-14A AIRCRAFT, DAILY/SPECIAL/CONDITIONAL MAINTENANCE REQUIREMENTS CARDS	08/01/73
	NA-01-F14AAA	6- 4	0801-LP-203-4010	F-14A AIRCRAFT, PHASED MAINTENANCE REQUIREMENTS CARDS	08/01/73
	NA-01-F14AAA	6- 02	0801-LP-212-6510	F-14A AIRCRAFT, TF30-P-412A ENGINES [PRATT AND WHITNEY], ENGINE [QUICK ENGINE CHANGE] MAINTENANCE REQUIREMENTS CARDS	07/01/73
	NA-01-F14AAA	75	0801-LP-229-6500	F-14A AIRCRAFT, [GRUMMAN AEROSPACE CORP] AIRBORNE WEAPONS/STORES LOADING MANUAL	04/01/74
	NA-01-F14AAA	75- 1-A1	0801-LP-230-0500	F-14 AIRCRAFT, RELEASE AND CONTROL BASIC, CONVENTIONAL WEAPONS CHECKLIST	06/01/74
	NA-01-F14AAA	75- 1-A2	0801-LP-230-8500	F-14 AIRCRAFT, RELEASE AND CONTROL MISSILES, CONVENTIONAL WEAPONS CHECKLIST	07/01/74
	NA-01-F14AAA	75- 2	0801-LP-227-9000	F-14 AIRCRAFT, BOMBS NONRETARD, CONVENTIONAL WEAPONS CHECKLIST	03/01/74

* ITEMS NOT PREVIOUSLY ANNOUNCED

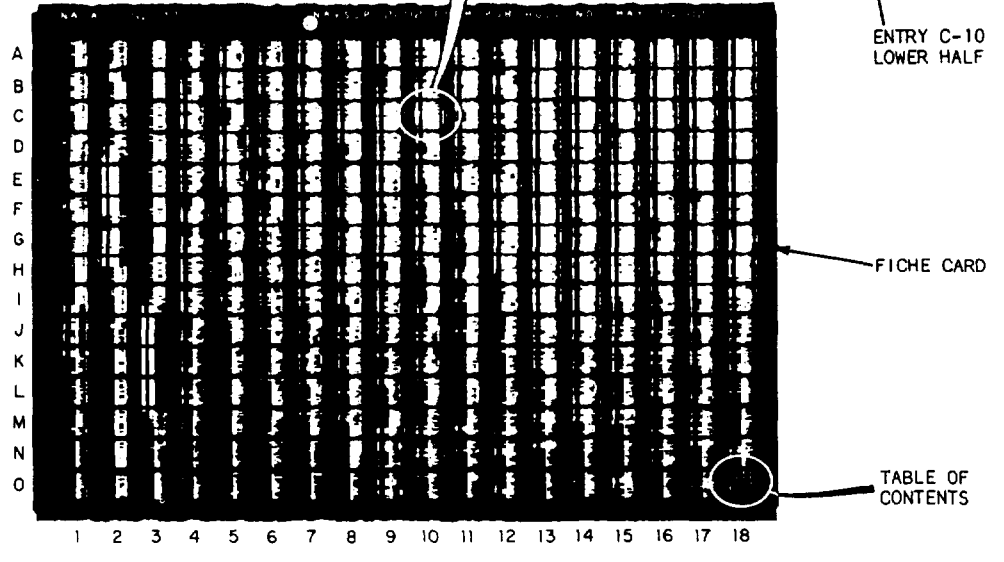

Figure 3-8.-Microfiche card example.

of a publication stock list deck. Each fiche card of this deck is approximately 5.75 by 4 inches (14.6 by 10.2 cm) and has a capacity of 270 pages of microfilmed data.

The fiche shown in figure 3-8 is divided into frame grids of 15 rows (A through O down the side) and 18 columns (1 through 18 across the top). The lower right entry (0-1 8 or 18-0) is a table of contents for the fiche and lists the first entry of each frame grid.

The eye-readable (without projection) information across the top of the fiche lists the following: the first entry on the first frame grid (NA-A 5. 17), the title of the publication (NAVSUP 2002), the information contained on the fiche (Form/Pub/Hull No.), the revision date of the card (May 1975), and the number of the card within the deck (02).

Fiche cards are used in conjunction with a viewer. The viewer projects the frame grid selected on the viewer screen at a readable size.

LIBRARY AUDITS

Technical publication library audits are conducted to ensure accuracy of publications. This leads to improved readiness. The need to ensure that correct and up-to-date publications and directives are available cannot be overemphasized.

CENTRAL LIBRARY AUDITS

Auditing the central technical publications library (CTPL) is the responsibility of the QA/A division. The CTPL is audited continuously. There are a variety of indexes and reference material available to help you perform audits. Figure 3-9 provides a list of the reference material, frequency of issue, and the primary purpose of each one. Items identified as AUDIT ASSIST will be used by the CTPL librarian to ensure that the publications and technical directives held in the CTPL are up to date. Items identified as RESEARCH will assist the CTPL librarian to identify publications and directives on an as needed basis.

The following procedures have been established for conducting an audit of the central library.

1. As the RESEARCH documents described in figure 3-9 are received in the unit, the CTPL librarian reviews the applicable sections to identify and ensure receipt of the publications and technical directives.

2. When publications are identified as needed and they have not been received or incorrect quantities have been received, the librarian takes prompt corrective action. In this case, it is obvious that adjustments to the unit's automatic distribution tables are required.

3. As each applicable AUDIT ASSIST document is received, the CTPL librarian must compare the applicable sections with the NWPL cards held in the CTPL.

4. A file copy of all audit findings and the corrective action(s) taken is maintained in the CTPL transaction file.

If additional assistance is required because of the discrepancies found, the area NAVAIRTECHSERVFAC technical publications specialist (TPS) should be contacted. Your area TPS is listed in NA 00-25-100.

WORK CENTER AUDITS

Each dispersed library in the maintenance activity is audited by the central technical publications librarian, with assistance from assigned QA personnel, on a quarterly basis. In addition, the dispersed libraries will be audited whenever (1) they are directed by competent authority, (2) a new work center supervisor is assigned, and (3) a new dispersed librarian is assigned. As a minimum, the following procedures should be reviewed during dispersed library audits:

- Adequate control of assigned publications; that is, an effective tickler/locator system
- The storage and availability of publications
- The review of Part 2 of CECR forms against the publications
- The annotation of type 1A, 1B, and II rapid action changes (RACs)
- The annotation of cartridges on the side label, with the RAC number and publication affected
- The RAC MIARS cartridge folder to ensure that the current RAC or message directive has been filed
- The placement of RACs in paper publications; that is, directly behind the technical manual A page or properly incorporated

APPLICATION	TITLE	FREQUENCY	PURPOSE
NAVSUP PUB 2002	Navy Stock List of Publications	Quarterly	RESEARCH. Provides latest information of publications, technical directives, and forms stocked at Navy Publications and Forms Center (WP 009 00).
NAVAIR 00-500A	Equipment Applicability List	Quarterly	RESEARCH. Provides cross-reference of part numbers to publications (WP 009 00).
NAVAIR 00-500AV	Avionic Changes Cross-Reference	Annually	RESEARCH. Provides cross-reference of avionics changes required for latest configuration of end items of avionics equipment (WP 009 00).
NAVAIR 00-500B.XX series	Aircraft Application List	Periodic Updates	RESEARCH. Provides list of NAVAIR publications applicable to specific type/model aircraft (WP 009 00).
NAVAIR 00-500C.XX series	Directives Application List	Quarterly	RESEARCH. Provides list of latest formal technical directives issued, applicable to specific type/model aircraft (WP 009 00).
NAVAIR 00-500M	Microfilm Cartridge Cross-Reference Index	Quarterly	RESEARCH. Provides latest cross-reference of publications available on cartridge (WP 009 00).
NAVAIR 00-500P	Publication Distribution Index	Quarterly	VERIFICATION. Provides latest information on all publications and directives issued by NAVAIRTECHSERVFAC during the previous quarter (WP 009 00).
NAVAIR 00-500SE	Support Equipment Changes Cross-Reference	Annually	RESEARCH. Provides latest cross-reference information for support equipment technical directives. (WP 009 00).
NAVAIR 01-700	Airborne Weapons/Stores Publication Index	Quarterly	RESEARCH. Provides latest update information on Airborne Weapons/Stores by type/model aircraft. (WP 009 00).
Message	Weekly Summary for Issued Technical Directives	Weekly	VERIFICATION. Message report, identifies technical directives issued during the previous week. (WP 015 00).
Message	IRAC Tracker	Monthly	VERIFICATION. Message report; identifies latest Interim Rapid Action Changes issued previous month. (WP 007 00).
A1-XXXX-AML-000	Technical Documentation List (commonly refered to as the -0 manual)	Periodic Updates	RESEARCH. Identifies NAVAIR publications applicable to specific aircraft requirements. Provides a part number to publication breakdown.
ARL	Activity Requirements Listing (ARL)	Periodic Updates	VERIFICATION. Provides list of NAVAIR publications (controlled by NAVAIRTECHSERVFAC) currently on automatic distribution for future issues of changes/revisions. (WP 019 00).

Figure 3-9.-Audit/assist/reference material.

- The proper control and disposition of reproduced pages
- The working order of the MIARS machine
- The correct or sufficient number of qualified operators
- The performance of required preventative maintenance
- The dispersed library technical directives
- TDs required in the work center
- TDs returned to the central library
- The control stamp affixed to the TDs
- The reordering of publications with damaged or missing pages

- Missing changes annotated on the front cover of affected publications

- Upon receipt of replacement publications, the return of damaged publications to the central library

- Quantity of publications

- The proper storage and accounting of classified publications

The above items are a minimum of things to look for during a dispersed library audit. The review of additional items is encouraged.

CHAPTER REVIEW QUESTIONS

Q1. What division is responsible for the management of the technical publications library (TPL)?

Q2. What are the two different types of libraries established within a command?

Q3. What publication should you refer to for detailed information on technical library establishment and operating procedures?

Q4. Can one or more publications be placed in the same binder?

Q5. What form must be filled out for each publication maintained in the technical library excluding bulletins and changes?

Q6. List the minimum information that a technical library stamp must include.

Q7. When a publication is cancelled, revised, or no longer required, the NWPL card is maintained in what type of file?

Q8. Name the two different types of Change Entry Certification Record (CECR) tickler files.

Q9. What does the material maintained in the transaction file reflect?

Q10. What page in NAVAIR manuals lists the pages altered in the latest and previous changes?

Q11. Classified pages in publications are disposed of as specified in what instruction?

Q12. Are pen-and-ink changes an appropriate method for making changes to NAVAIR technical manuals and directives?

Q13. How many working days are allowed for the incorporation of IRACs?

Q14. What manual provides a listing of assigned alphanumeric codes for identification of installed systems of equipment?

Q15. Component removal/replacement intervals are found in what manual?

Q16. Do MRCs include instructions for repair, adjustment/calibration, or means of correcting defective conditions?

Q17. What manual would you refer to if you were trying to find a source, maintenance and recoverability (SM&R) code?

Q18. What manual provides standardized ground and flight operating procedures?

Q19. Name the two distinct parts contained in a TMINS manual number.

Q20. How many sections does the Naval Aeronautic Publications Index (NAPI) consist of?

Q21. What publication is the index for requisitioning all Navy publications, forms, and technical directives under the cognizance of the Naval Publications and Forms Center (NPFC)?

Q22. What publication contains a listing of NAVAIR technical directives as they apply to a particular aircraft?

Q23. A revision to a publication is issued when over what percent of its pages are affected by the change?

Q24. Name the three different types of rapid action changes (RACs).

Q25. What method is used for requesting technical manual initial outfitting?

Q26. What form is used for ordering technical manuals on a onetime basis?

Q27. What is the manual number for the Automatic Distribution Requirements Tables?

Q28. What manual contains the policies and procedures governing the Technical Directive (TD) System?

Q29. What division has the responsibility for auditing the central technical publications Library?

Q30. How often are dispersed libraries audited?